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## Job details

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<b>Bulletin Number</b>	30987BR
<b>Type of Recruitment</b>	Departmental Promotional Opportunity
<b>Department</b>	Mental Health
<b>Position Title</b>	SENIOR COMMUNITY WORKER
<b>Additional Title</b>	ONLINE FILING ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, EMAIL, FAX, OR IN-PERSON WILL NOT BE ACCEPTED.
<b>Exam Number</b>	28105D
<b>Filing Type</b>	Standard
<b>Filing Start Date</b>	02/05/2014
<b>Filing End Date</b>	02/19/2014
<b>Filing End Time</b>	5:00 pm PST
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	2598.36
<b>Salary Maximum</b>	3779.27
<b>Position/Program Information</b>	Positions allocable to this senior-level class typically function under the direction of higher-level professional staff such as a Clinical Social Worker, Psychologist, or Public Health Investigator, and assists in areas of community organization, program development, and training. Incumbents work to gain community support and assistance in programs and projects, and advocate for interests, needs, and concerns of clients and family members who receive County-sponsored physical health, mental health, and social services.
<b>Essential Job Functions</b>	<p>Organizes and coordinates the activities of community groups in the solution of a range of community problems including substance abuse, juvenile delinquency, homelessness, and mental illness.</p> <p>Develops partnerships with diverse community and client groups including advocacy, self-help, family alliances, and parents.</p>

Assists clients, family members, and caregivers to develop and implement client-directed councils and self-governed client entities and groups.

Builds consensus and raises public awareness concerning community needs.

Coordinates ongoing enhancements to client, family member, and caregiver participation in departmental planning and program development.

Manages a caseload to provide assistance to clients/patients in obtaining employment training, jobs, housing, and other services.

Compiles and updates the Narcotics Information Services Directory for County and community agencies involved in substance abuse counseling and treatment.

Performs initial investigations of Section 600 complaints and determines whether parental counseling or legal action is warranted.

Provides non-therapeutic counseling to mentally ill and substance-abusing criminal offenders to assist in the rehabilitation and recovery process and to provide supportive services as needed.

Interviews CEP enrollees to determine appropriate job placement and performs follow-up interviewing during training period.

Conducts orientation and group rehabilitation sessions for Methadone patients, mental health services consumers with co-occurring substance abuse disorders, or substance abusers attempting to overcome addiction.

Assists in the development and implementation of programs designed to educate and inform community residents of benefits and services offered by the Departments of Health Services, Mental Health, Public Health, and Probation.

Works directly with school officials, teachers, and parents to counsel youth probationers and arbitrate

conflict in order to prevent further delinquency.

Assists professional staff in developing and implementing programs designed to promote mental/physical health, prevent substance abuse, and facilitate treatment.

Coordinates the development of community resources in resolving problems of employment, housing, education, health, and social adjustment.

Assists professionals in planning, developing, and implementing special programs designed to provide staff with education and experience in dealing with mental ill or substance-abusing clients.

Has immediate charge of a sub-office for the VISTO (Volunteers in Service to Offenders) program and recruits volunteers to assist probationers in their rehabilitation and social readjustment.

Counsels clients at a mental health clinic on problems such as depression, substance abuse, or sexual behavior.

**Requirements**

**SELECTION REQUIREMENTS:** Two years of full-time paid experience as a Community Worker\* in the service of the County of Los Angeles.

**Physical Class**

**Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)  
Required**

A valid California Class C Driver License or the ability to utilize an alternate method of transportation when needed to carry out job-related essential functions.

**Desirable  
Qualifications**

Knowledge of client culture and the impact having a mental health diagnosis may have on a person's ability to heal physically, mentally, and emotionally.

Awareness of the principles of team work and collaborative interaction.

Ability to do public speaking and develop PowerPoint presentations.

	<p>Skill in creating computer-generated marketing materials such as flyers and brochures.</p> <p>Background in developing and maintaining websites.</p>
<b>Special Requirement Information</b>	<p>*To qualify, applicants must have County status in this class as evidenced by holding the payroll title of Community Worker for the required number of years or more.</p> <p><b>No out-of-class experience will be accepted.</b></p> <p><b>Withhold Information:</b> Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six (6) months of meeting the experience requirement by the last day of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.</p>
<b>Examination Content</b>	<p>This examination will consist of an evaluation of experience based on application information weighted 50% and an Appraisal of Promotability (AP) weighted 50%.</p> <p>The Appraisal of Promotability is designed to measure knowledge and skills, verbal and written communication, adaptability, work habits and attitudes, problem solving, and personal and public relations skill.</p> <p><b>Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.</b></p>
<b>Vacancy Information</b>	<p>The eligible list resulting from this examination will be used to fill vacancies within the Department of Mental Health.</p>
<b>Eligibility Information</b>	<p>The names of candidates receiving a passing grade in this examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.</p>
<b>Available Shift</b>	<p>Any</p>
<b>Job Opportunity</b>	<p><b>Restricted to permanent employees of the Los</b></p>

**Information**                      **Angeles County Department of Mental Health who have successfully completed their initial probationary period.**

**Application and Filing Information**                      **ONLINE FILING ONLY**

Applicants are required to complete and submit an online Los Angeles County Employment Application in order to be considered for this examination. Paper applications, resumes, or any unsolicited documents submitted in lieu of completing the online application will not be accepted.

Applicants must submit their online applications by 5:00 pm, Pacific Standard Time(PST), by the last day of filing.

**INSTRUCTIONS FOR FILING ONLINE:**

To apply online, CLICK on the tab above or below this bulletin which says, **Apply to Job** .

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. **TO RECEIVE CREDIT, YOUR ONLINE APPLICATION MUST SHOW COMPLETE WORK EXPERIENCE INFORMATION.** Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held (not the working and/or functional titles), from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours worked per week. **LIST** separately each job experience to be evaluated.

Candidates must provide copies of all required documents at the time of filing, if needed.

Applications may be rejected at any stage during the selection process. Applications with missing information will be rejected as incomplete.

All information supplied by applicants is subject to verification.

**County of Los Angeles Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Department Contact Name**

Gloria Lucio

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**Department Contact Email**

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**ADA Coordinator Phone**

213.738.2855

**Teletype Phone** 213.735.2922

**California Relay  
Services Phone** 213.735.2922

**Job Field** Health Other

**Job Type** All Others

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